

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- I.     Position Title:     Executive Director - City Council
- Revision Date:     08/2014  
EEO Category:    Exempt  
Status:           Exempt (Exec)  
Control No:       20150

II.     Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general direction of the City Council, acts as a liaison between the City Council and City officials and staff, performs legislative and budgetary analysis, attends administration and council meetings, and performs various special projects.

III.    Essential Duties:

- Act as a liaison for the City Council with the mayor, CAO, department heads, City patrons/constituents, businessmen, developers, citizen committees, Chamber of Commerce, and other City officials and staff.
- Attends all Council meetings and related committee meetings.
- Responds to directives of the chairman and individual council members, and performs research.
- Attends Cabinet, executive and other City administration meetings.
- Coordinates communication with City Planning Department, Redevelopment Agency staff, Board of Adjustment, and Planning Commission.
- Responds to and researches patron/constituent requests, concerns, and/or problems.
- Receives, reviews, recommends, and approves items for inclusion on the City Council's agenda.
- Prepares and Reviews Council agendas for Council and Redevelopment Agency meetings.
- Reviews resolutions and ordinances presented for Council approval to determine compliance with Council directives and policy decisions.
- Performs research on land use, zoning, planning, and development.
- Attends Utah State Legislative sessions; reviews and analyzes bills of interest to the City; secures sponsors, and lobbies for City supported legislation.
- Reviews and analyzes Planning Commission and Board of Adjustment issues for Council.
- Attends meetings of Citizen Advisory Committees, and reports and/or advises on Council directives and policy.
- Reviews and analyzes activities and expenditures of City departments for adherence to Council policy or for the formulation of new/revised policy.
- Supervises the Council office manager and secretary.
- Generates and approves check requests, travel authorization, mileage reimbursement, Council purchases, and payroll for the City Council and its staff.
- Maintains a policy and procedures log.
- Conducts a monthly analysis of City departments' budget expenditures against the budget plan.
- Coordinates department disclosure of capital project spending with the Council.
- Notifies the public and the press of meetings in accordance with the open meeting law.
- Prepares an annual City Council budget.

IV.    Marginal Duties:

- Performs other duties as assigned.

V.     Qualifications:

**Education & Experience:** Requires a master's degree in Public Administration, Business Management, Municipal Planning, or other related field and five years of professional experience, including at least two years supervisory experience OR requires a bachelor's degree in Public Administration, Business Management, Municipal Planning, or other related field and seven years of professional experience,

including at least two years supervisory experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Municipal government operations, organizational development, urban planning, budgeting and municipal revenue, research techniques and report writing, general principles of economics, finance, accounting, and statistics.

**Responsibility for:** The use of discretion and independent judgment; the care condition, and use of City funds, materials, equipment, etc.; the supervision of the Office Manager and Executive Secretary; regular and frequent contact with persons of high rank, elected officials, and legislative authorities, requiring tact and judgment to deal with and influence people, and requiring a well-developed sense of strategy and timing.

**Communication Skills:** Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs; constructively and creatively solve problems and resolve disputes; relate positively and professionally with City Council members, elected officials, City Administrators, etc.

**Tool, Machine, Equipment Operation:** Regular use of a computer, adding machine, telephone, and fax machine.

**Analytical Ability:** Collect and rapidly assimilate facts; organize, analyze, and report on various topics; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great pressure and fatigue are present in this position due to frequent exposure to stressful situations, overtime, and deadlines; great responsibility for the care, condition, and use of materials, equipment, and money; constant attendance is required; work assignments are broad and performed with little or no supervision or checking. Some evening work is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_